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ABSTRACT

Three modules address the objectives and services of the nutrition part of the health services component of the Head Start program. The planning of the nutrition services involves the following issues: (1) identifying the nutritional needs and problems of the children and the families; (2) meeting the daily nutritional needs of the children; (3) contributing to the development and socialization of the children; (4) planning an organized nutrition program for staff, parents and children; (5) making special provisions for the involvement of parents and appropriate community agencies in planning, implementing and evaluating the services; (6) providing for compliance with applicable sanitation laws and regulations; and (7) establishing and maintaining food service records. Module One is concerned with training the staff to meet the nutritional needs of children and families. Module Two focuses on developing community awareness by launching an awareness campaign, finding one community sponsor per Head Start center, and hosting an annual health fair for the community. Module Three is targeted towards children and families and emphasizes nutrition education for health and employment. It describes the job-specific training for parents through parent volunteerism in the center and vocational training in a technical school. (BAC)

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Nutrition in Head Start: A Comprehensive Plan for Quality Improvement

Module One

Staff Development: Training to Meet the Nutritional Needs of Children and Families

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Developed by

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1304.3-9 NUTRITION OBJECTIVES

The objectives of the nutrition part of the health services component of the Head Start program are to:

a) Help provide food which will help meet the child's daily nutritional needs in the child's home or in another clean and pleasant environment, recognizing individual differences and cultural patterns, and thereby promote sound physical, social and emotional growth and development;

b) Provide an environment for nutritional services which will support and promote the use of the feeding situation as an opportunity for learning;

c) Help staff, child and family to understand the relationship of nutrition to health, factors which influence food practices, variety of ways to provide for nutritional needs and to apply this knowledge in the development of sound food habits even after leaving the Head Start program;

d) Demonstrate the interrelationships of nutrition to other activities of the Head Start program and its contribution to the overall child development goals; and

e) Involve all staff, parents and other community agencies as appropriate in meeting the child's nutritional needs so that nutritional care provided by Head Start complements and supplements that of the home and community.

1304.3-10 NUTRITION SERVICES

a) The nutrition services part of the health services component of the performance standards plan must identify the nutritional needs and problems of the children in the Head Start program and their families. In so doing account must be taken of:

1) The nutrition assessment data (height, weight, hemoglobin/hematocrit) obtained for each child;

Nutrition assessment data shall be collected during the physical examinations conducted in October and January of each program year at school sites. Children entering the program after January shall be scheduled to receive a physical examination at a physician's office at which time the nutrition assessment data shall be documented. Height and weight data shall be recorded on the growth chart at the time of the physical examination. Blood samples for performing hemoglobin/hematocrit screenings and lead level screenings shall be taken at the time of physical examinations. Results of the lab tests will be reported to the Health Component of the Head Start Program.

2) Information about family eating habits and special dietary needs and feeding problems, especially of handicapped children; and,

Families shall be interviewed upon enrollment into the center. At this time, information shall be collected on family eating habits, special dietary needs and feeding problems, food preferences and other related nutritional concerns. This information shall be recorded in the "Child Health Record" located within the center. Families who express a special dietary need shall be given a "Physician's Statement" or "Clergy's Statement," as appropriate, to be signed by the child's physician or clergy and returned to the center for documentation of the need to the United States Department of Agriculture Child Care Food Program/Special Nutrition Program (USDA CCFP/SNP). Children with special needs other than dietary needs, i.e. allergy, renal failure, shall be served modified meals, i.e blended, as required by the child's Individual Education Plan (IEP) and prescribed by an appropriate licensed, or otherwise credentialed, professional.

3) Information about major community nutrition problems.

Information related to availability of food, transportation, financial assistance, fluoridated water and other related community nutrition resources shall be collected by November of the program year. This information will be utilized in providing information to families about services available in the area.

b) The plan, designed to assist in meeting the daily nutritional needs of the children, shall provide that:

1) **Every child in a part-day program will receive a quantity of food in meals (preferably hot) and snacks which provides at least 1/3 of the daily nutritional needs with consideration for meeting any special needs of children, including the child with a handicapping condition;**

Meals shall be designed to meet one-third (1/3) of the daily caloric need of part-day students. Meals shall also be designed to meet the food preferences of children and adjusted as necessary to accommodate for seasonal foods and provide exposure to a variety of foods throughout the year. The meals shall be planned to meet the needs of the children as nutritional assessment data warrants, i.e. increasing the use of iron containing foods, increasing/decreasing the use of high calorie foods. Meals shall be modified on a "case-by-case" basis for children with special needs as outlined in a2.

2) **Every child in a full-day program will receive snacks, lunch and other meals as appropriate which will provide 1/2 to 2/3 of the daily nutritional needs depending on the length of the program;**

Meals shall be designed to meet two-thirds (2/3) of the daily caloric need of children ages three to six (3-6) years. Particular attention shall be given to each child's need for iron, Vitamin A and Vitamin C. The total daily nutritional needs of a child, ages three to six (3-6) years, are represented by the following values.

Recommended Dietary Allowances

Name: Pre-School Age: 5 yrs. Sex: Male
Weight: 42 lbs. Height: 3 ft. 6 in. Moderately Active

Calories	1800	*	Pyridoxine-B6	1.10	Mg
Protein	24.0	G	Cobalamin-B12	1.00	Mcg
Carbohydrates	261	G **	Folacin	75.0	Mcg
Dietary Fiber	18.0	G #	Pantothenic	4.00	Mg *
Fat-Total	60.0	G **	Vitamin C	45.0	Mg
Fat-Saturated	20.0	G **	Vitamin E	7.00	Mg
Fat-Mono	20.0	G **	Calcium	800	Mg
Fat-Poly	20.0	G **	Copper	1.30	Mg *
Cholesterol		Mg **	Iron	10.0	Mg
Vit A-Carotene		RE	Magnesium	120	Mg
Vit A-Preformed		RE	Phosphorus	800	Mg
Via A-Total	500	RE	Potassium	1400	Mg *
Thiamin-B1	0.900	Mg	Selenium	20.0	Mcg
Riboflavin-B2	1.08	Mg	Sodium	2400	Mg *
Niacin-B3	11.9	Mg	Zinc	10.0	Mg

* Suggested values; within recommended ranges
** Dietary Goals # Fiber = 1 gram/100 kcal

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3) All children in morning programs who have not received breakfast at the time they arrive at the Head Start program will be served a nourishing breakfast;

Children arriving at the center prior to 8:30 a.m. shall receive breakfast. Children arriving at the center after 8:30 a.m. shall receive an AM Snack as their first meal at the center.

4) The kinds of food served conform to minimum standards for meal patterns;

Meals are patterned after the USDA CCFP/SNP meal pattern requirements with special attention given to appropriate combinations of foods.

5) The quantities of food served conform to recommended amounts indicated in ACYF Head Start guidance materials; and

Portion sizes are established in accordance with the ACYF Head Start guidelines and the USDA CCFP/SNP guidelines. These portions may be adjusted upward as necessary to meet the child's daily nutritional needs.

Standardized recipes are adjusted for portion sizes appropriate to the ACYF Head Start and the USDA CCFP/SNP guidelines.

6) Meal and snack periods are scheduled appropriately to meet children's needs and are posted along with menus; e.g. breakfast must be served at least 2 1/2 hours before lunch, and snacks must be served at least 1 1/2 hours before lunch or supper.

The meal schedule shall be as follows in the Head Start centers, excluding those centers receiving contracted foodservice, i.e. school district foodservice. Centers receiving contracted foodservice shall follow a meal schedule negotiated by the Nutrition Coordinator, Education Coordinator and the contractor providing the foodservice.

<u>Meal Schedule</u>

Breakfast	8:00 a.m. - 8:30 a.m.
AM Snack	10:00 a.m. - 10:15 a.m. (served in the classroom)
Lunch	12:00 p.m. - 12:30 p.m.
PM Snack	2:45 p.m. - 3:00 p.m. (served in the classroom)

Centers within the program enrolling sixty (60) children or more may require additional breakfast or lunch periods. These schedules may be negotiated between the Nutrition Coordinator, Education Coordinator and center staff as necessary.

c) The plan shall undertake to ensure that the nutrition services contribute to the development and socialization of the children by providing that:

1) A variety of foods which broaden the child's food experience in addition to those that consider cultural and ethnic preferences is served;

Children shall be provided opportunities to become familiar with unfamiliar (new) foods. These foods shall be integrated into the menu rotation at snack time. Staff will be encouraged to provide the children opportunities to participate in regional meal customs, i.e. sitting on the floor, dressing in cultural clothing, using chopsticks, appropriate to the new food introduced.

Meals shall be designed using nutritionally sound foods familiar to the southern region of the United States. In so doing, the Dietary Guidelines for Americans shall be referred to for purposes of outlining a nutritional diet for the children, staff and volunteers.

2) Food is not used as punishment or reward, and that children are encouraged but not forced to eat or taste;

In an effort to encourage an appropriate relationship between the child and his dietary habits, ANY ASSOCIATION WITH FOOD AND BEHAVIOR SHALL BE PROHIBITED.

Special foods, such as ice cream and cake, shall be offered to children with NO ASSOCIATION to behavior as well.

Children shall be encouraged to taste new foods. In so doing, children shall be made to feel comfortable with the new food. Staff shall discuss new foods with children before they are actually served in an effort to increase the acceptance of the food.

3) The size and number of servings of food reflect consideration of individual children's needs;

Food shall be prepared in sufficient quantity to allow the children opportunity for second portions. Second portions shall be adjusted to each child's individual need. Third portions shall be discouraged in an effort to balance the quantities of food served to each child during the day.

4) Sufficient time is allowed for children to eat;

Children shall be allowed thirty (30) minutes per meal to eat breakfast and lunch and fifteen (15) minutes for each snack period. Children with special needs shall be given additional time, as necessary.

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5) Chairs, tables and eating utensils are suitable for the size and developmental level of the children with special consideration for meeting the needs of children with handicapping conditions;

All equipment for use by the children shall be easy for children to manipulate in an effort to promote self-sufficiency and self-esteem. Children with special needs shall be equipped with appropriate utensils to allow participation in the meal service with the other children.

6) Children and staff, including volunteers, eat together sharing the same menu and a socializing experience in a relaxed atmosphere; and

Staff, including Foodservice Managers, and volunteers shall accept the same menu as the children and be present at the table to eat during meal service with the children. Casual conversation shall be encouraged at meal time. Staff and volunteers shall interact positively at meal time allowing the child to lead the conversation. Foodservice Managers are to also be involved in mealtimes by promoting the learning environment and assisting staff, volunteers and children.

7) Opportunity is provided for the involvement of children in activities related to meal service. (For example: family style service)

Children shall be provided opportunities to participate in meal service, i.e. role playing as host or hostess, serving the meal to other children through the use of meal service techniques, choosing their own food items, setting their own place setting (cover), serving themselves and others using serving utensils.

d) The plan shall be set for an organized nutrition program for staff parents and children. This program shall assure that:

1) Meal periods and food are planned to be used as an integral part of the total education program;

Staff shall design food experiences consistent with the *Little People's Workshop* curriculum being used in the classroom. Meal times shall be utilized as an opportunity to discuss the nutritional value of foods and their benefit to the body. Special attention shall be called to characteristics of the food in relation to the five basic human senses, i.e. sound, sight, taste, touch, smell. Foodservice Managers shall participate in classroom nutrition learning activities by conducting activities, experiences and lessons for the children as well as by assisting teachers in doing the same.

2) Children participate in learning activities planned to effect the selection and enjoyment of a wide variety of nutritious foods;

In addition to the experiences provided at meal time, children shall be allowed learning opportunities through the *Food...Early Choices* curriculum published by the

National Dairy Council. This curriculum shall be scheduled and implemented into the classroom activities once per week with extension lessons of the teacher's choosing to take place on two (2) other occasions during the same week. Opportunity for one of these extension lessons will be provided in the standard menu rotation as a cooking experience labeled "Teacher's Choice" on AM Snack. Center staff shall be responsible for planning a cooking experience with the children for their daily AM Snack on this particular day. Food items, equipment, and teaching materials necessary for classroom nutrition experiences, may be arranged with the Foodservice Manager in the center or Nutrition Coordinator. Equipment such as a food dehydrator, ice cream freezer, blender, Chinese cooking set, Hispanic cooking set, and food models are available for reservation and subsequent use. *NOTE: The cooking experience planned as a part of the AM Snack, and thus, the daily nutritional needs of each child shall meet the ACYF Head Start and the USDA CCFP/SNP established guidelines for reimbursement of the meal.*

3) Families receive education in the selection and preparation of foods to meet family needs, guidance in home and money management and help in consumer education so that they can fulfill their major role and responsibility for the nutritional health of the family;

The Nutrition Coordinator shall visit two (2) parent meetings per center per year. Prior to the visit, parents shall be given an opportunity to respond to training needs to include food selection and preparation, menu planning, money and home management, good sanitation practices, food assistance programs, how to have pleasant meal times, or other workshops of interest to them. A workshop shall be provided at each parent meeting in response to the "Parent Training Needs Survey." These workshops shall be approximately forty-five (45) minutes in length. Additional time will be allowed for questions and comments by parents following the workshop.

Foodservice Managers shall be responsible for establishing rapport with parents of children in the center, receiving training necessary to enhance parent/staff relations, and being available for parent support, i.e. providing answers and comments to parent concerns on a daily basis as needed to include information on personal living skills, resource management and other similar topics.

4) All staff, including administrative, receive education in principles of nutrition and their application to child development and family health, and ways to create a good physical, social and emotional environment which supports and promotes development of sound food habits and their role in helping the child and family to achieve adequate nutrition.

Prior to the beginning of the program year, center staff and foodservice staff shall receive preservice training. At this time, these staff shall be updated on the current nutrition service plan and expectations for the program year. This preservice training shall be scheduled for late August.

Administrative and center staff shall receive training by the Nutrition Coordinator utilizing *Arkansas Child Care Training, Child Care Centers, Level 1, Manual 4*. This training shall be scheduled at a pace of two to four (2-4) centers per training group and two to three (2-3) groups per unit lesson. Unit lessons shall be presented in five (5) individual sessions to be scheduled as follows. One (1) unit of the manual shall be presented at each session. The group, unit and training date and time assignments may be found in the current Nutrition Component program year calendar.

Foodservice Managers and temporary staff shall receive training in basic food and nutrition principles utilizing the *Food for Today* curriculum and foodservice management training utilizing the *The Winning Foodservice Manager* home-study course. These training units shall be presented during the course of the year. Refer to the Nutrition Component program year calendar for scheduled dates and times.

Community sponsors and volunteers of the Nutrition Component shall be oriented to the Nutrition Component. This meeting shall discuss the goals and objectives of Head Start, specifically the Nutrition Component. An orientation training for community sponsors and volunteers shall be scheduled in September and January of the program year.

Agency staff shall receive training in nutrition. These workshops shall be designed to address diet management, meal planning, food purchasing, budgeting and money management, maternal and child nutrition, and other like topics. The Nutrition Coordinator shall conduct a training interest survey to determine workshops to be presented. These workshops shall then be scheduled during the months of October, January and April for presentation during regular working hours, not to exceed one and one-half (1 1/2) hours per workshop.

e) The plan shall make special provision for the involvement of parents and appropriate community agencies in planning, implementing and evaluating the nutrition services. It shall provide that:

1) The Policy Council or Committee and the Health Services Advisory Committee have the opportunity to review and comment on the nutrition services;

The nutrition services plan and its related policies shall be presented to the Health Services Advisory Committee and the Policy Council in the summer of each year. Revisions shall be made as needed based upon comments and suggestions from members of the Advisory Committee and Policy Council. Upon finishing the final draft, the plan and its related policies shall be represented to the Advisory Committee and Policy Council for approval. The plan and its related policies shall meet the approval of the Health Services Advisory Committee and the Policy Council as evidenced by the signature of the chairperson for each body.

2) The nutritional status of the children will be discussed with their parents;

Foodservice Managers and the Nutrition Coordinator shall conduct home visits to discuss the nutritional status of a child with his parent(s). Attention shall be focused primarily on those children with referred nutritional status as a result of the physical examination.

3) Information about menus and nutrition activities will be shared regularly with parents;

In an effort to promote parent involvement, four copies of the menu shall be distributed for posting in the center each month. Menus shall also be printed in the *Arkansas Democrat-Gazette* for review by parents. The Nutrition Component shall submit information to the Parent Involvement Coordinator for inclusion in the monthly Head Start newsletter printed by the Parent Involvement Component. A pre-printed informational newsletter focusing on the Health, Nutrition and Disabilities/Mental Health Components shall also be distributed monthly for parent information. Miscellaneous nutritional information, i.e. canning and preserving food, food assistance programs, sharing mealtimes with children, shall be made available for distribution to parents. The *Food...Early Choices* curriculum parent handouts shall be made available at the end of the day for the lesson presented on that day.

Parents shall be encouraged to participate in the Nutrition Component by

1) Helping to establish or update statements of philosophy or policies,
2) Participating in planning the menus (within established guidelines),
3) Taking turns preparing lunch in the center,
4) Contributing recipes for foods their children particularly like,
5) Acting as chaperones for nutrition-related field trips,
6) Working with groups of children on cooking projects,
7) Making materials for nutrition learning activities,
8) Collecting appropriate food packages and other props to be used in role-playing activities,
9) Being the supervising adult at meal tables, and
10) Conferring with caregivers or teachers about feeding problems.

Source: Berman, M.P.M., R.D., Christine and Jacki Fromer, *Meals Without Squeals, Child Care Feeding Guide & Cookbook*, Bull Publishing Co., 1991 p.14.)

4) Parents are informed of the benefits of food assistance programs;

Information related to food assistance programs, i.e. Food Stamps; The Supplemental Food Program for Women, Infants and Children (WIC); Child Nutrition Programs (CNP); Commodity Distribution, shall be made available for distribution to parents.

Nutrition Coordinator shall respond to questions and comments on these programs when attending the parent meetings and at other times as needed.

5) Community agencies are enlisted to assist eligible families participate in food assistance programs.

The Nutrition Coordinator shall be informed as to community resources for families, i.e. food assistance programs. Community resources shall be enlisted as indicated by parent need to supply information via presentations or printed material. This information shall be presented at parent meetings or distributed through parent handouts or newsletters.

f) The plan shall provide for compliance with applicable local, State and Federal sanitation laws and regulations for food service operations including standards for storage, preparation and service of food, and health of food handlers, and for posting of evidence of such compliance. The plan shall provide also, that vendors and caterers supplying food and beverage comply with similar applicable laws and regulations.

The Nutrition Component vendors shall be bound by a legal and signed contract stating their compliance with local, State and Federal sanitation and environmental laws.

The Head Start foodservice areas shall meet the approval of the Arkansas Department of Health, Division of Sanitarian Services as evidenced by the display of the Food Establishment Permit or current health department inspection report in each foodservice area.

Foodservice Managers, temporary staff, and volunteers shall present a current health card upon reporting for work in the center foodservice area. This health card shall be posted in the center in which the person reports to work.

g) The plan shall provide for direction of the nutrition services by a qualified full-time staff nutritionist or for periodic and regularly schedule supervision by a qualified nutritionist or dietitian as defined in the Head Start Guidance material. Also, the plan shall provide that all nutrition services staff will receive preservice and in-service training as necessary to demonstrate and maintain proficiency in menu planning, food purchasing, food preparation and storage, and sanitation and personal hygiene.

The Head Start Nutrition Component presently employs a full-time staff nutritionist. Priscilla Lester, the Head Start Nutrition Coordinator, has a Bachelor of Science in Education degree in Home Economics with nine (9) hours of graduate education specifically in the field of Food and Nutrition. She carries one and one-half (1 1/2) years of pediatric food and nutrition experience through employment at Arkansas

Children's Hospital, Little Rock, Arkansas, and also one and one-half (1 1/2) years of teaching experience at the secondary level. She is credentialed with an Arkansas Teacher's Certificate in secondary vocational home economics (including adult education) as well as middle school home economics . This certificate enables her to develop and conduct credited inservice trainings and courses in the areas of Human Development, Family Living Skills, Occupational Child Care, Occupational Food and Nutrition, Occupational Clothing, Interior Design, Clothing and Textiles, Child Development and other such related studies.

The Nutrition Component also employs a Nutrition Consultant. Ruth Pasley, M.S., R.D., L.D., a registered, licensed dietitian, possesses a Bachelor's degree in Foods and Nutrition, Master's degree in Institution Management and fifty-seven (57) credit hours in the field of Special Education. Her thirty (30) years of work experience include teaching at the college level, consulting in nursing homes and a residential children's facility, and performing clinical and administrative dietetic responsibilities. She currently is the Assistant Director of Clinical Nutrition and Research at Arkansas Children's Hospital in Little Rock, Arkansas. She contributes professional input into all aspects of the Nutrition Component and acts as an advocate for the Head Start Nutrition Component and the children it serves.

In addition to the scheduled preservice training, *Food for Today* curriculum, and *The Winning Foodservice Manager* home-study course, Foodservice Managers and temporary staff shall receive inservice training throughout the year to address necessary concerns within the Nutrition Component. Three (3) mandatory inservice trainings shall be required of Foodservice Managers and temporary staff to develop awareness for three (3) major areas of concern within the Nutrition Component. These shall be 1) Food Storage and Safety, 2) Hazardous Communication, and 3) Kitchen and Fire Safety. These mandatory inservice trainings shall be conducted by the Arkansas Department of Health, Division of Sanitarian Services; United States Department of Labor, Occupational Safety and Health Administration (USDL/OSHA) Consultants; and the North Little Rock (NLR) fire department, respectively. Foodservice Managers who exhibit proficiency in any of the specific inservice topics will be assigned to conduct that inservice training.

h) The plan shall provide for the establishment and maintenance of records covering the nutrition services budget, expenditures for food, menus utilized, numbers and types of meals served daily with separate recordings for children and adults, inspection reports made by health authorities, recipes and any other information deemed necessary for efficient operation.

Foodservice records shall be maintained for three (3) years prior to the current year. Records covering the 1) nutrition services budget, 2) expenditures for food, 3) menus utilized, 4) recipes utilized, and 5) staff training related to the Nutrition Component shall be retained in the Central Office.

Records covering the 1) numbers and types of meals served daily with separate recordings for children and adults, 2) inspection reports made by health department authorities, 3) special dietary needs documentation, 4) daily temperature logs, 5) hot food temperature logs (for those centers involved in transport only), 6) center transfers, 7) food and equipment inventory records, 8) meal evaluations and 9) maintenance orders shall be retained in the center files located either in the foodservice area or the center office, as appropriate.

Staff Development: Training to Meet the Nutritional Needs of Children and Families

Having reviewed and commented on this Head Start nutrition services plan, we do endorse this plan as an acceptable proposal for the function of the Nutrition Component for the 1992-1993 Program Year.

_____

Health Services Advisory Committee, Chairperson

_____

Date of Approval

_____

Policy Council, Chairperson

_____

Date of Approval

B

Nutrition in Head Start: A Comprehensive Plan for Quality Improvement

Module Two

Community Awareness: Educating Local Businesses on the Mission of Head Start Nutrition

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Developed by

Priscilla Riedel-Lester, Child Nutrition Specialist
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Mt. Pleasant, Texas

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1304.3-9 NUTRITION OBJECTIVES

The objectives of the nutrition part of the health services component of the Head Start program are to:

a) Help provide food which will help meet the child's daily nutritional needs in the child's home or in another clean and pleasant environment, recognizing individual differences and cultural patterns, and thereby promote sound physical, social and emotional growth and development;

b) Provide an environment for nutritional services which will support and promote the use of the feeding situation as an opportunity for learning;

c) Help staff, child and family to understand the relationship of nutrition to health, factors which influence food practices, variety of ways to provide for nutritional needs and to apply this knowledge in the development of sound food habits even after leaving the Head Start program;

d) Demonstrate the interrelationships of nutrition to other activities of the Head Start program and its contribution to the overall child development goals; and

e) Involve all staff, parents and other community agencies as appropriate in meeting the child's nutritional needs so that nutritional care provided by Head Start complements and supplements that of the home and community.

1304.3-10 NUTRITION SERVICES

a) The nutrition services part of the health services component of the performance standards plan must identify the nutritional needs and problems of the children in the Head Start program and their families. In so doing account must be taken of:

1) The nutrition assessment data (height, weight, hemoglobin/hematocrit) obtained for each child;

Nutrition assessment data shall be collected during the physical examinations conducted in October and January of each program year at school sites. Children entering the program after January shall be scheduled to receive a physical examination at a physician's office at which time the nutrition assessment data shall be documented. Height and weight data shall be recorded on the growth chart at the time of the physical examination. Blood samples for performing hemoglobin/hematocrit screenings and lead level screenings shall be taken at the time of physical examinations. Results of the lab tests will be reported to the Health Component of the Head Start Program.

2) Information about family eating habits and special dietary needs and feeding problems, especially of handicapped children; and,

Families shall be interviewed upon enrollment into the center. At this time, information shall be collected on family eating habits, special dietary needs and feeding problems, food preferences and other related nutritional concerns. This information shall be recorded in the "Child Health Record" located within the center. Families who express a special dietary need shall be given a "Physician's Statement" or "Clergy's Statement," as appropriate, to be signed by the child's physician or clergy and returned to the center for documentation of the need to the United States Department of Agriculture Child Care Food Program/Special Nutrition Program (USDA CCFP/SNP). Children with special needs other than dietary needs, i.e. allergy, renal failure, shall be served modified meals, i.e blended, as required by the child's Individual Education Plan (IEP) and prescribed by an appropriate licensed, or otherwise credentialed, professional.

3) Information about major community nutrition problems.

Information related to availability of food, transportation, financial assistance, fluoridated water and other related community nutrition resources shall be collected by November of the program year. This information will be utilized in providing information to families about services available in the area.

b) The plan, designed to assist in meeting the daily nutritional needs of the children, shall provide that:

1) **Every child in a part-day program will receive a quantity of food in meals (preferably hot) and snacks which provides at least 1/3 of the daily nutritional needs with consideration for meeting any special needs of children, including the child with a handicapping condition;**

Meals shall be designed to meet one-third (1/3) of the daily caloric need of part-day students. Meals shall also be designed to meet the food preferences of children and adjusted as necessary to accommodate for seasonal foods and provide exposure to a variety of foods throughout the year. The meals shall be planned to meet the needs of the children as nutritional assessment data warrants, i.e. increasing the use of iron containing foods, increasing/decreasing the use of high calorie foods. Meals shall be modified on a "case-by-case" basis for children with special needs as outlined in a2.

2) **Every child in a full-day program will receive snacks, lunch and other meals as appropriate which will provide 1/2 to 2/3 of the daily nutritional needs depending on the length of the program;**

Meals shall be designed to meet two-thirds (2/3) of the daily caloric need of children ages three to six (3-6) years. Particular attention shall be given to each child's need for iron, Vitamin A and Vitamin C. The total daily nutritional needs of a child, ages three to six (3-6) years, are represented by the following values.

Recommended Dietary Allowances

Name: Pre-School — Age: 5 yrs. — Sex: Male
Weight: 42 lbs. — Height: 3 ft. 6 in. — Moderately Active

Calories	1800	*	Pyridoxine-B6	1.10	Mg
Protein	24.0	G	Cobalamin-B12	1.00	Mcg
Carbohydrates	261	G **	Folacin	75.0	Mcg
Dietary Fiber	18.0	G #	Pantothenic	4.00	Mg *
Fat-Total	60.0	G **	Vitamin C	45.0	Mg
Fat-Saturated	20.0	G **	Vitamin E	7.00	Mg
Fat-Mono	20.0	G **	Calcium	800	Mg
Fat-Poly	20.0	G **	Copper	1.30	Mg *
Cholesterol		Mg **	Iron	10.0	Mg
Vit A-Carotene		RE	Magnesium	120	Mg
Vit A-Preformed		RE	Phosphorus	800	Mg
Via A-Total	500	RE	Potassium	1400	Mg *
Thiamin-B1	0.900	Mg	Selenium	20.0	Mcg
Riboflavin-B2	1.08	Mg	Sodium	2400	Mg *
Niacin-B3	11.9	Mg	Zinc	10.0	Mg

* Suggested values; within recommended ranges
** Dietary Goals # Fiber = 1 gram/100 kcal

3) All children in morning programs who have not received breakfast at the time they arrive at the Head Start program will be served a nourishing breakfast;

Children arriving at the center prior to 8:30 a.m. shall receive breakfast. Children arriving at the center after 8:30 a.m. shall receive an AM Snack as their first meal at the center.

4) The kinds of food served conform to minimum standards for meal patterns;

Meals are patterned after the USDA CCFP/SNP meal pattern requirements with special attention given to appropriate combinations of foods.

5) The quantities of food served conform to recommended amounts indicated in ACYF Head Start guidance materials; and

Portion sizes are established in accordance with the ACYF Head Start guidelines and the USDA CCFP/SNP guidelines. These portions may be adjusted upward as necessary to meet the child's daily nutritional needs.

Standardized recipes are adjusted for portion sizes appropriate to the ACYF Head Start and the USDA CCFP/SNP guidelines.

6) Meal and snack periods are scheduled appropriately to meet children's needs and are posted along with menus; e.g. breakfast must be served at least 2 1/2 hours before lunch, and snacks must be served at least 1 1/2 hours before lunch or supper.

The meal schedule shall be as follows in the Head Start centers, excluding those centers receiving contracted foodservice, i.e. school district foodservice. Centers receiving contracted foodservice shall follow a meal schedule negotiated by the Nutrition Coordinator, Education Coordinator and the contractor providing the foodservice.

<u>Meal Schedule</u>

Breakfast	8:00 a.m. - 8:30 a.m.
AM Snack	10:00 a.m. - 10:15 a.m. (served in the classroom)
Lunch	12:00 p.m. - 12:30 p.m.
PM Snack	2:45 p.m. - 3:00 p.m. (served in the classroom)

Centers within the program enrolling sixty (60) children or more may require additional breakfast or lunch periods. These schedules may be negotiated between the Nutrition Coordinator, Education Coordinator and center staff as necessary.

c) The plan shall undertake to ensure that the nutrition services contribute to the development and socialization of the children by providing that:

1) A variety of foods which broaden the child's food experience in addition to those that consider cultural and ethnic preferences is served;

Children shall be provided opportunities to become familiar with unfamiliar (new) foods. These foods shall be integrated into the menu rotation at snack time. Staff will be encouraged to provide the children opportunities to participate in regional meal customs, i.e. sitting on the floor, dressing in cultural clothing, using chopsticks, appropriate to the new food introduced.

Meals shall be designed using nutritionally sound foods familiar to the southern region of the United States. In so doing, the Dietary Guidelines for Americans shall be referred to for purposes of outlining a nutritional diet for the children, staff and volunteers.

2) Food is not used as punishment or reward, and that children are encouraged but not forced to eat or taste;

In an effort to encourage an appropriate relationship between the child and his dietary habits, ANY ASSOCIATION WITH FOOD AND BEHAVIOR SHALL BE PROHIBITED.

Special foods, such as ice cream and cake, shall be offered to children with NO ASSOCIATION to behavior as well.

Children shall be encouraged to taste new foods. In so doing, children shall be made to feel comfortable with the new food. Staff shall discuss new foods with children before they are actually served in an effort to increase the acceptance of the food.

3) The size and number of servings of food reflect consideration of individual children's needs;

Food shall be prepared in sufficient quantity to allow the children opportunity for second portions. Second portions shall be adjusted to each child's individual need. Third portions shall be discouraged in an effort to balance the quantities of food served to each child during the day.

4) Sufficient time is allowed for children to eat;

Children shall be allowed thirty (30) minutes per meal to eat breakfast and lunch and fifteen (15) minutes for each snack period. Children with special needs shall be given additional time, as necessary.

5) Chairs, tables and eating utensils are suitable for the size and developmental level of the children with special consideration for meeting the needs of children with handicapping conditions;

All equipment for use by the children shall be easy for children to manipulate in an effort to promote self-sufficiency and self-esteem. Children with special needs shall be equipped with appropriate utensils to allow participation in the meal service with the other children.

6) Children and staff, including volunteers, eat together sharing the same menu and a socializing experience in a relaxed atmosphere; and

Staff, including Foodservice Managers, and volunteers shall accept the same menu as the children and be present at the table to eat during meal service with the children. Casual conversation shall be encouraged at meal time. Staff and volunteers shall interact positively at meal time allowing the child to lead the conversation. Foodservice Managers are to also be involved in mealtimes by promoting the learning environment and assisting staff, volunteers and children.

7) Opportunity is provided for the involvement of children in activities related to meal service. (For example: family style service)

Children shall be provided opportunities to participate in meal service, i.e. role playing as host or hostess, serving the meal to other children through the use of meal service techniques, choosing their own food items, setting their own place setting (cover), serving themselves and others using serving utensils.

d) The plan shall be set for an organized nutrition program for staff parents and children. This program shall assure that:

1) Meal periods and food are planned to be used as an integral part of the total education program;

Staff shall design food experiences consistent with the *Little People's Workshop* curriculum being used in the classroom. Meal times shall be utilized as an opportunity to discuss the nutritional value of foods and their benefit to the body. Special attention shall be called to characteristics of the food in relation to the five basic human senses, i.e. sound, sight, taste, touch, smell. Foodservice Managers shall participate in classroom nutrition learning activities by conducting activities, experiences and lessons for the children as well as by assisting teachers in doing the same.

2) Children participate in learning activities planned to effect the selection and enjoyment of a wide variety of nutritious foods;

In addition to the experiences provided at meal time, children shall be allowed learning opportunities through the *Food...Early Choices* curriculum published by the

National Dairy Council. This curriculum shall be scheduled and implemented into the classroom activities once per week with extension lessons of the teacher's choosing to take place on two (2) other occasions during the same week. Opportunity for one of these extension lessons will be provided in the standard menu rotation as a cooking experience labeled "Teacher's Choice" on AM Snack. Center staff shall be responsible for planning a cooking experience with the children for their daily AM Snack on this particular day. Food items, equipment, and teaching materials necessary for classroom nutrition experiences, may be arranged with the Foodservice Manager in the center or Nutrition Coordinator. Equipment such as a food dehydrator, ice cream freezer, blender, Chinese cooking set, Hispanic cooking set, and food models are available for reservation and subsequent use. *NOTE: The cooking experience planned as a part of the AM Snack, and thus, the daily nutritional needs of each child shall meet the ACYF Head Start and the USDA CCFP/SNP established guidelines for reimbursement of the meal.*

3) Families receive education in the selection and preparation of foods to meet family needs, guidance in home and money management and help in consumer education so that they can fulfill their major role and responsibility for the nutritional health of the family;

The Nutrition Coordinator shall visit two (2) parent meetings per center per year. Prior to the visit, parents shall be given an opportunity to respond to training needs to include food selection and preparation, menu planning, money and home management, good sanitation practices, food assistance programs, how to have pleasant meal times, or other workshops of interest to them. A workshop shall be provided at each parent meeting in response to the "Parent Training Needs Survey." These workshops shall be approximately forty-five (45) minutes in length. Additional time will be allowed for questions and comments by parents following the workshop.

Foodservice Managers shall be responsible for establishing rapport with parents of children in the center, receiving training necessary to enhance parent/staff relations, and being available for parent support, i.e. providing answers and comments to parent concerns on a daily basis as needed to include information on personal living skills, resource management and other similar topics.

4) All staff, including administrative, receive education in principles of nutrition and their application to child development and family health, and ways to create a good physical, social and emotional environment which supports and promotes development of sound food habits and their role in helping the child and family to achieve adequate nutrition.

Prior to the beginning of the program year, center staff and foodservice staff shall receive preservice training. At this time, these staff shall be updated on the current nutrition service plan and expectations for the program year. This preservice training shall be scheduled for late August.

Newly hired administrative and center staff shall receive training by the Nutrition Coordinator utilizing *Arkansas Child Care Training, Child Care Centers, Level 1, Manual 4*. This training shall be scheduled as five (5) sessions to address all units of this training. One (1) unit of the manual shall be presented at each session. The participant, unit, and training date and time assignments may be found in the current Nutrition Component program year calendar.

Newly hired Foodservice Managers and temporary staff shall receive training in basic food and nutrition principles utilizing the *Food for Today* curriculum and foodservice management training utilizing the *The Winning Foodservice Manager* home-study course. These training units shall be presented during the course of the year. Refer to the Nutrition Component program year calendar for scheduled dates and times as well as for a list of participants scheduled for the training.

The Head Start Nutrition Component shall launch an extensive awareness campaign in an effort to promote rapport between the community and Head Start, encourage volunteerism, promote advocacy on the behalf of children and their nutritional needs, and involve persons in the effort to combat child hunger in the area. To facilitate this effort, the Nutrition Coordinator and Foodservice Managers shall

1) distribute written solicitations to randomly selected local restaurants, supermarkets, foodservice distributors, and other businesses and groups who represent the interests of food and nutrition as well as those of the community, and

2) schedule personal visits with the management or leadership of the randomly selected businesses or groups. This is an effort to solicit a commitment to the local Head Start Nutrition Component. The commitment may be represented by monetary donations; labor contributions in the form of recruitment efforts to the Head Start program, employee or member involvement in classroom nutrition education, or like tasks; publicity for the efforts of the Nutrition Component toward meeting the nutritional needs of children in accordance with the current Dietary Guidelines for Americans, et cetera.

The Head Start Nutrition Component will seek to find at least one (1) community sponsor per Head Start center. These sponsors will be expected to contribute to the promotion of their Head Start center. In return, the Head Start Nutrition Component will award the sponsor(s) a "Certificate of Appreciation," recognize the sponsor at the annual Head Start Volunteer Banquet organized by the Parent Involvement Coordinator, and publicize the sponsor's participation through use of the local media and a Head Start Nutrition portfolio (a collection of news releases, fliers, activities, photographs, et cetera) displayed to Head Start families and the community.

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Community sponsors shall be encouraged to employ Head Start parents, thus working to destroy barriers to self-sufficiency and the extinction of child hunger in the area. The Head Start Nutrition Component will commit to providing job-specific training to Head Start parents beginning next program year.

To further encourage community participation, the Nutrition Component shall coordinate with the Health and Disability Services Mental Health Components to host an annual health fair for the community. Here, the Head Start Nutrition Component shall enlist college students, majoring in home economics education or dietetics; local nutrition professionals, i.e. WIC nutritionist, hospital dietitian; local educators representing vocational/technical schools, colleges, and/or universities with training programs in the field of Food and Nutrition; and other professionals, as appropriate.

The Head Start Nutrition Component will also attempt to establish a time and location for an exhibit in the Arkansas Hospitality Association, Exhibition Hall; at foodservice distributor food shows; in the Southern Early Childhood Association, Arkansas Chapter, Exhibition Hall; et cetera. At this time, services of the Nutrition Component shall be publicized. These services shall also be publicized in the local offices of food assistance programs and community businesses.

Community sponsors and volunteers of the Nutrition Component shall be oriented to the Nutrition Component. This meeting shall discuss the goals and objectives of Head Start, specifically the Nutrition Component. An orientation training for community sponsors and volunteers shall be scheduled in September and January of the program year.

Agency staff shall receive training in nutrition. These workshops shall be designed to address diet management, meal planning, food purchasing, budgeting and money management, maternal and child nutrition, and other like topics. The Nutrition Coordinator shall conduct a training interest survey to determine workshops to be presented. These workshops shall then be scheduled during the months of October, January and April for presentation during regular working hours, not to exceed one and one-half (1 1/2) hours per workshop.

e) The plan shall make special provision for the involvement of parents and appropriate community agencies in planning, implementing and evaluating the nutrition services. It shall provide that:

1) The Policy Council or Committee and the Health Services Advisory Committee have the opportunity to review and comment on the nutrition services;

The nutrition services plan and its related policies shall be presented to the Health Services Advisory Committee and the Policy Council in the summer of each year. Revisions shall be made as needed based upon comments and suggestions from members of the Advisory Committee and Policy Council. Upon finishing the final draft,

the plan and its related policies shall be represented to the Advisory Committee and Policy Council for approval. The plan and its related policies shall meet the approval of the Health Services Advisory Committee and the Policy Council as evidenced by the signature of the chairperson for each body.

2) The nutritional status of the children will be discussed with their parents;

Foodservice Managers and the Nutrition Coordinator shall conduct home visits to discuss the nutritional status of a child with his parent(s). Attention shall be focused primarily on those children with referred nutritional status as a result of the physical examination.

3) Information about menus and nutrition activities will be shared regularly with parents;

In an effort to promote parent involvement, four copies of the menu shall be distributed for posting in the center each month. Menus shall also be printed in the *Arkansas Democrat-Gazette* for review by parents. The Nutrition Component shall submit information to the Parent Involvement Coordinator for inclusion in the monthly Head Start newsletter printed by the Parent Involvement Component. A pre-printed - informational newsletter focusing on the Health, Nutrition and Disabilities/Mental Health Components shall also be distributed monthly for parent information. Miscellaneous nutritional information, i.e. canning and preserving food, food assistance programs, sharing mealtimes with children, shall be made available for distribution to parents. The *Food...Early Choices* curriculum parent handouts shall be made available at the end of the day for the lesson presented on that day.

Parents shall be encouraged to participate in the Nutrition Component by

1) Helping to establish or update statements of philosophy or policies,
2) Participating in planning the menus (within established guidelines),
3) Taking turns preparing lunch in the center,
4) Contributing recipes for foods their children particularly like,
5) Acting as chaperones for nutrition-related field trips,
6) Working with groups of children on cooking projects,
7) Making materials for nutrition learning activities,
8) Collecting appropriate food packages and other props to be used in role-playing activities,
9) Being the supervising adult at meal tables, and
10) Conferring with caregivers or teachers about feeding problems.

Source: Berman, M.P.M., R.D., Christine and Jacki Fromer, *Meals Without Squeals, Child Care Feeding Guide & Cookbook*, Bull Publishing Co., 1991 p.14.)

4) Parents are informed of the benefits of food assistance programs;

Information related to food assistance programs, i.e. Food Stamps; The Supplemental Food Program for Women, Infants and Children (WIC); Child Nutrition Programs (CNP); Commodity Distribution, shall be made available for distribution to parents. The Nutrition Coordinator shall respond to questions and comments on these programs when attending the parent meetings and at other times as needed.

5) Community agencies are enlisted to assist eligible families participate in food assistance programs.

The Nutrition Coordinator shall be informed as to community resources for families, i.e. food assistance programs. Community resources shall be enlisted as indicated by parent need to supply information via presentations or printed material. This information shall be presented at parent meetings or distributed through parent handouts or newsletters.

f) The plan shall provide for compliance with applicable local, State and Federal sanitation laws and regulations for food service operations including standards for storage, preparation and service of food, and health of food handlers, and for posting of evidence of such compliance. The plan shall provide also, that vendors and caterers supplying food and beverage comply with similar applicable laws and regulations.

The Nutrition Component vendors shall be bound by a legal and signed contract stating their compliance with local, State and Federal sanitation and environmental laws.

The Head Start foodservice areas shall meet the approval of the Arkansas Department of Health, Division of Sanitarian Services as evidenced by the display of the Food Establishment Permit or current health department inspection report in each foodservice area.

Foodservice Managers, temporary staff, and volunteers shall present a current health card upon reporting for work in the center foodservice area. This health card shall be posted in the center in which the person reports to work.

g) The plan shall provide for direction of the nutrition services by a qualified full-time staff nutritionist or for periodic and regularly schedule supervision by a qualified nutritionist or dietitian as defined in the Head Start Guidance material. Also, the plan shall provide that all nutrition services staff will receive preservice and in-service training as necessary to demonstrate and maintain proficiency in menu planning, food purchasing, food preparation and storage, and sanitation and personal hygiene.

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The Head Start Nutrition Component presently employs a full-time staff nutritionist. Priscilla Lester, the Head Start Nutrition Coordinator, has a Bachelor of Science in Education degree in Home Economics with nine (9) hours of graduate education specifically in the field of Food and Nutrition. She carries one and one-half (1 1/2) years of pediatric food and nutrition experience through employment at Arkansas Children's Hospital, Little Rock, Arkansas, and also one and one-half (1 1/2) years of teaching experience at the secondary level. She is credentialed with an Arkansas Teacher's Certificate in secondary vocational home economics (including adult education) as well as middle school home economics . This certificate enables her to develop and conduct credited inservice trainings and courses in the areas of Human Development, Family Living Skills, Occupational Child Care, Occupational Food and Nutrition, Occupational Clothing, Interior Design, Clothing and Textiles, Child Development and other such related studies.

The Nutrition Component also employs a Nutrition Consultant. Ruth Pasley, M.S., R.D., L.D., a registered, licensed dietitian, possesses a Bachelor's degree in Foods and Nutrition, Master's degree in Institution Management and fifty-seven (57) credit hours in the field of Special Education. Her thirty (30) years of work experience include teaching at the college level, consulting in nursing homes and a residential children's facility, and performing clinical and administrative dietetic responsibilities. She currently is the Assistant Director of Clinical Nutrition and Research at Arkansas Children's Hospital in Little Rock, Arkansas. She contributes professional input into all aspects of the Nutrition Component and acts as an advocate for the Head Start Nutrition Component and the children it serves.

In addition to the scheduled preservice training and any necessary training using the *Food for Today* curriculum and *The Winning Foodservice Manager* home-study course, Foodservice Managers and temporary staff shall receive inservice training throughout the year to address necessary concerns within the Nutrition Component. Three (3) mandatory inservice trainings shall be required of Foodservice Managers and temporary staff to develop awareness for three (3) major areas of concern within the Nutrition Component. These shall be 1) Food Storage and Safety, 2) Hazardous Communication, and 3) Kitchen and Fire Safety. These mandatory inservice trainings shall be conducted by the Arkansas Department of Health, Division of Sanitarian Services; United States Department of Labor, Occupational Safety and Health Administration (USDL/OSHA) Consultants; and the North Little Rock (NLR) fire department, respectively. Foodservice Managers who exhibit proficiency in any of the specific inservice topics will be assigned to conduct that inservice training.

h) The plan shall provide for the establishment and maintenance of records covering the nutrition services budget, expenditures for food, menus utilized, numbers and types of meals served daily with separate recordings for children and adults, inspection reports made by health authorities, recipes and any other information deemed necessary for efficient operation.

Foodservice records shall be maintained for three (3) years prior to the current year. Records covering the 1) nutrition services budget, 2) expenditures for food, 3) menus utilized, 4) recipes utilized, and 5) staff training related to the Nutrition Component shall be retained in the Central Office.

Records covering the 1) numbers and types of meals served daily with separate recordings for children and adults, 2) inspection reports made by health department authorities, 3) special dietary needs documentation, 4) daily temperature logs, 5) hot food temperature logs (for those centers involved in transport only), 6) center transfers, 7) food and equipment inventory records, 8) meal evaluations and 9) maintenance orders shall be retained in the center files located either in the foodservice area or the center office, as appropriate.

Community Awareness: Educating Local Businesses on the Mission of Head Start Nutrition

Having reviewed and commented on this Head Start nutrition services plan, we do endorse this plan as an acceptable proposal for the function of the Nutrition Component for the 1993-1994 Program Year.

_____

Health Services Advisory Committee, Chairperson

_____

Date of Approval

_____

Policy Council, Chairperson

_____

Date of Approval

PS

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Nutrition in Head Start: A Comprehensive Plan for Quality Improvement

Module Three

Children and Families: Nutrition Education for Health and Employment

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
Priscilla Riedel-Lester
TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

Developed by

Priscilla Riedel-Lester, Child Nutrition Specialist
Region VIII Education Service Center
Mt. Pleasant, Texas

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1304.3-9 NUTRITION OBJECTIVES

The objectives of the nutrition part of the health services component of the Head Start program are to:

a) Help provide food which will help meet the child's daily nutritional needs in the child's home or in another clean and pleasant environment, recognizing individual differences and cultural patterns, and thereby promote sound physical, social and emotional growth and development;

b) Provide an environment for nutritional services which will support and promote the use of the feeding situation as an opportunity for learning;

c) Help staff, child and family to understand the relationship of nutrition to health, factors which influence food practices, variety of ways to provide for nutritional needs and to apply this knowledge in the development of sound food habits even after leaving the Head Start program;

d) Demonstrate the interrelationships of nutrition to other activities of the Head Start program and its contribution to the overall child development goals; and

e) Involve all staff, parents and other community agencies as appropriate in meeting the child's nutritional needs so that nutritional care provided by Head Start complements and supplements that of the home and community.

1304.3-10 NUTRITION SERVICES

a) The nutrition services part of the health services component of the performance standards plan must identify the nutritional needs and problems of the children in the Head Start program and their families. In so doing account must be taken of:

1) The nutrition assessment data (height, weight, hemoglobin/hematocrit) obtained for each child;

Nutrition assessment data shall be collected during the physical examinations conducted in October and January of each program year at school sites. Children entering the program after January shall be scheduled to receive a physical examination at a physician's office at which time the nutrition assessment data shall be documented. Height and weight data shall be recorded on the growth chart at the time of the physical examination. Blood samples for performing hemoglobin/hematocrit screenings and lead level screenings shall be taken at the time of physical examinations. Results of the lab tests will be reported to the Health Component of the Head Start Program.

2) Information about family eating habits and special dietary needs and feeding problems, especially of handicapped children; and,

Families shall be interviewed upon enrollment into the center. At this time, information shall be collected on family eating habits, special dietary needs and feeding problems, food preferences and other related nutritional concerns. This information shall be recorded in the "Child Health Record" located within the center. Families who express a special dietary need shall be given a "Physician's Statement" or "Clergy's Statement," as appropriate, to be signed by the child's physician or clergy and returned to the center for documentation of the need to the United States Department of Agriculture Child Care Food Program/Special Nutrition Program (USDA CCFP/SNP). Children with special needs other than dietary needs, i.e. allergy, renal failure, shall be served modified meals, i.e blended, as required by the child's Individual Education Plan (IEP) and prescribed by an appropriate licensed, or otherwise credentialed, professional.

3) Information about major community nutrition problems.

Information related to availability of food, transportation, financial assistance, fluoridated water and other related community nutrition resources shall be collected by November of the program year. This information will be utilized in providing information to families about services available in the area.

b) The plan, designed to assist in meeting the daily nutritional needs of the children, shall provide that:

1) Every child in a part-day program will receive a quantity of food in meals (preferably hot) and snacks which provides at least 1/3 of the daily nutritional needs with consideration for meeting any special needs of children, including the child with a handicapping condition;

Meals shall be designed to meet one-third (1/3) of the daily caloric need of part-day students. Meals shall also be designed to meet the food preferences of children and adjusted as necessary to accommodate for seasonal foods and provide exposure to a variety of foods throughout the year. The meals shall be planned to meet the needs of the children as nutritional assessment data warrants, i.e. increasing the use of iron containing foods, increasing/decreasing the use of high calorie foods. Meals shall be modified on a "case-by-case" basis for children with special needs as outlined in a2.

2) Every child in a full-day program will receive snacks, lunch and other meals as appropriate which will provide 1/2 to 2/3 of the daily nutritional needs depending on the length of the program;

Meals shall be designed to meet two-thirds (2/3) of the daily caloric need of children ages three to six (3-6) years. Particular attention shall be given to each child's need for iron, Vitamin A and Vitamin C. The total daily nutritional needs of a child, ages three to six (3-6) years, are represented by the following values.

Recommended Dietary Allowances

Name: Pre-School Age: 5 yrs. Sex: Male
Weight: 42 lbs. Height: 3 ft. 6 in. Moderately Active

Calories	1800	*	Pyridoxine-B6	1.10 Mg
Protein	24.0 G		Cobalamin-B12	1.00 Mcg
Carbohydrates	261 G	**	Folacin	75.0 Mcg
Dietary Fiber	18.0 G	#	Pantothenic	4.00 Mg *
Fat-Total	60.0 G	**	Vitamin C	45.0 Mg
Fat-Saturated	20.0 G	**	Vitamin E	7.00 Mg
Fat-Mono	20.0 G	**	Calcium	800 Mg
Fat-Poly	20.0 G	**	Copper	1.30 Mg *
Cholesterol	Mg	**	Iron	10.0 Mg
Vit A-Carotene	RE		Magnesium	120 Mg
Vit A-Preformed	RE		Phosphorus	800 Mg
Via A-Total	500 RE		Potassium	1400 Mg *
Thiamin-B1	0.900 Mg		Selenium	20.0 Mcg
Riboflavin-B2	1.08 Mg		Sodium	2400 Mg *
Niacin-B3	11.9 Mg		Zinc	10.0 Mg

* Suggested values; within recommended ranges
** Dietary Goals # Fiber = 1 gram/100 kcal

3) All children in morning programs who have not received breakfast at the time they arrive at the Head Start program will be served a nourishing breakfast;

Children arriving at the center prior to 8:30 a.m. shall receive breakfast. Children arriving at the center after 8:30 a.m. shall receive an AM Snack as their first meal at the center.

4) The kinds of food served conform to minimum standards for meal patterns;

Meals are patterned after the USDA CCFP/SNP meal pattern requirements with special attention given to appropriate combinations of foods.

5) The quantities of food served conform to recommended amounts indicated in ACYF Head Start guidance materials; and

Portion sizes are established in accordance with the ACYF Head Start guidelines and the USDA CCFP/SNP guidelines. These portions may be adjusted upward as necessary to meet the child's daily nutritional needs.

Standardized recipes are adjusted for portion sizes appropriate to the ACYF Head Start and the USDA CCFP/SNP guidelines.

6) Meal and snack periods are scheduled appropriately to meet children's needs and are posted along with menus; e.g. breakfast must be served at least 2 1/2 hours before lunch, and snacks must be served at least 1 1/2 hours before lunch or supper.

The meal schedule shall be as follows in the Head Start centers, excluding those centers receiving contracted foodservice, i.e. school district foodservice. Centers receiving contracted foodservice shall follow a meal schedule negotiated by the Nutrition Coordinator, Education Coordinator and the contractor providing the foodservice.

<u>Meal Schedule</u>

Breakfast	8:00 a.m. - 8:30 a.m.
AM Snack	10:00 a.m. - 10:15 a.m. (served in the classroom)
Lunch	12:00 p.m. - 12:30 p.m.
PM Snack	2:45 p.m. - 3:00 p.m. (served in the classroom)

Centers within the program enrolling sixty (60) children or more may require additional breakfast or lunch periods. These schedules may be negotiated between the Nutrition Coordinator, Education Coordinator and center staff as necessary.

c) The plan shall undertake to ensure that the nutrition services contribute to the development and socialization of the children by providing that:

1) A variety of foods which broaden the child's food experience in addition to those that consider cultural and ethnic preferences is served;

Children shall be provided opportunities to become familiar with unfamiliar (new) foods. These foods shall be integrated into the menu rotation at snack time. Staff will be encouraged to provide the children opportunities to participate in regional meal customs, i.e. sitting on the floor, dressing in cultural clothing, using chopsticks, appropriate to the new food introduced.

Meals shall be designed using nutritionally sound foods familiar to the southern region of the United States. In so doing, the Dietary Guidelines for Americans shall be referred to for purposes of outlining a nutritional diet for the children, staff and volunteers.

2) Food is not used as punishment or reward, and that children are encouraged but not forced to eat or taste;

In an effort to encourage an appropriate relationship between the child and his dietary habits, ANY ASSOCIATION WITH FOOD AND BEHAVIOR SHALL BE PROHIBITED.

Special foods, such as ice cream and cake, shall be offered to children with NO ASSOCIATION to behavior as well.

Children shall be encouraged to taste new foods. In so doing, children shall be made to feel comfortable with the new food. Staff shall discuss new foods with children before they are actually served in an effort to increase the acceptance of the food.

3) The size and number of servings of food reflect consideration of individual children's needs;

Food shall be prepared in sufficient quantity to allow the children opportunity for second portions. Second portions shall be adjusted to each child's individual need. Third portions shall be discouraged in an effort to balance the quantities of food served to each child during the day.

4) Sufficient time is allowed for children to eat;

Children shall be allowed thirty (30) minutes per meal to eat breakfast and lunch and fifteen (15) minutes for each snack period. Children with special needs shall be given additional time, as necessary.

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5) Chairs, tables and eating utensils are suitable for the size and developmental level of the children with special consideration for meeting the needs of children with handicapping conditions;

All equipment for use by the children shall be easy for children to manipulate in an effort to promote self-sufficiency and self-esteem. Children with special needs shall be equipped with appropriate utensils to allow participation in the meal service with the other children.

6) Children and staff, including volunteers, eat together sharing the same menu and a socializing experience in a relaxed atmosphere; and

Staff, including Foodservice Managers, and volunteers shall accept the same menu as the children and be present at the table to eat during meal service with the children. Casual conversation shall be encouraged at meal time. Staff and volunteers shall interact positively at meal time allowing the child to lead the conversation. Foodservice Managers are to also be involved in mealtimes by promoting the learning environment and assisting staff, volunteers and children.

7) Opportunity is provided for the involvement of children in activities related to meal service. (For example:- family style service)

Children shall be provided opportunities to participate in meal service, i.e. role playing as host or hostess, serving the meal to other children through the use of meal service techniques, choosing their own food items, setting their own place setting (cover), serving themselves and others using serving utensils.

d) The plan shall be set for an organized nutrition program for staff parents and children. This program shall assure that:

1) Meal periods and food are planned to be used as an integral part of the total education program;

Staff shall design food experiences consistent with the *Little People's Workshop* curriculum being used in the classroom. Meal times shall be utilized as an opportunity to discuss the nutritional value of foods and their benefit to the body. Special attention shall be called to characteristics of the food in relation to the five basic human senses, i.e. sound, sight, taste, touch, smell. Foodservice Managers shall participate in classroom nutrition learning activities by conducting activities, experiences and lessons for the children as well as by assisting teachers in doing the same.

2) Children participate in learning activities planned to effect the selection and enjoyment of a wide variety of nutritious foods;

In addition to the experiences provided at meal time, children shall be allowed learning opportunities through the *Food...Early Choices* curriculum published by the National Dairy Council. This curriculum shall be scheduled and implemented into the classroom activities once per week with extension lessons of the teacher's choosing to

take place on two (2) other occasions during the same week. Opportunity for one of these extension lessons will be provided in the standard menu rotation as a cooking experience labeled "Teacher's Choice" on AM Snack. Center staff shall be responsible for planning a cooking experience with the children for their daily AM Snack on this particular day. Food items, equipment, and teaching materials necessary for classroom nutrition experiences, may be arranged with the Foodservice Manager in the center or Nutrition Coordinator. Equipment such as a food dehydrator, ice cream freezer, blender, Chinese cooking set, Hispanic cooking set, and food models are available for reservation and subsequent use. *NOTE: The cooking experience planned as a part of the AM Snack, and thus, the daily nutritional needs of each child shall meet the ACYF Head Start and the USDA CCFP/SNP established guidelines for reimbursement of the meal.*

To further broaden the nutritional experiences of the Head Start child, each Head Start center will schedule one (1) field trip per year for at least twenty percent (20%) of the children in the center, but not less than one (1) class. Field trips may include a visit to:

1) Heifer Project International,
2) a commercial dairy or dairy farm,
3) a farmer's market,
4) a grocery store, or
5) other locations as approved in advance by the Nutrition Coordinator or Education Coordinator.

Centers shall also be encouraged to schedule visits by nutrition-related characters such as "Miz Moo," National Dairy Council; and "Earl E. Bird," state Nutrition Education and Training program. Other characters may also be considered as approved by the Nutrition Coordinator or Education Coordinator.

3) Families receive education in the selection and preparation of foods to meet family needs, guidance in home and money management and help in consumer education so that they can fulfill their major role and responsibility for the nutritional health of the family;

The Nutrition Coordinator shall visit two (2) parent meetings per center per year. Prior to the visit, parents shall be given an opportunity to respond to training needs to include food selection and preparation, menu planning, money and home management, good sanitation practices, food assistance programs, how to have pleasant meal times, or other workshops of interest to them. A workshop shall be provided at each parent meeting in response to the "Parent Training Needs Survey." These workshops shall be approximately forty-five (45) minutes in length. Additional time will be allowed for questions and comments by parents following the workshop.

Foodservice Managers shall be responsible for establishing rapport with parents of children in the center, receiving training necessary to enhance parent/staff relations, and being available for parent support, i.e. providing answers and comments to parent concerns on a daily basis as needed to include information on personal living skills, resource management and other similar topics.

In an effort to promote the self-sufficiency of the Head Start family, the Head Start Nutrition Component shall commit to job-specific training for parents through parent volunteerism in the center and vocational training offered at Pulaski Vocational Technical School.

Parent volunteerism in the center for the Head Start Nutrition Component shall provide the parent with the opportunity to develop knowledge and skills necessary for a successful bid for employment in a variety of foodservice settings. The knowledge and skills addressed shall include, but are not limited to, sanitation and food safety, inventory control, purchasing, and quantity food production.

Outside the center, the Head Start parent shall be offered the opportunity to receive formal, comprehensive vocational training in foodservice and nutrition. This opportunity shall be offered to Head Start parents at no cost as it is taught by the Nutrition Coordinator, qualified volunteers, or qualified personnel paid by the Head Start Nutrition Component. All materials and supplies are also paid by the Head Start Nutrition Component.

Each course shall meet the approval of the Pulaski Vocational Technical School and credited according to th. school's policy. Each course shall also meet certification requirements of the Dietary Manager's Association (DMA). Head Start parents shall participate in and complete any or all of the course work in the cycle; however, it may not be eligible for credit by the Pulaski Vocational Technical School or the DMA unless the parent has a high school diploma or a GED. For those parents committed to the training and completing all six (6) courses in the cycle, but not having a high school diploma or a GED, the Head Start program will award a "Foodservice Management Training" certificate. This may serve as verification to potential employers that the Head Start parent applying for employment has exhibited competency in foodservice management skills. For those parents only completing certain courses, but not the entire course cycle, and who do not have a high school diploma or GED, a certificate of completion for the course will be presented for the same purpose as that of the "Foodservice Management Training" certificate.

Head Start parents shall be offered courses at a rate of one (1) course per semester to complete a three (3) year cycle. After the completion of the third (3rd) year, the cycle may be repeated. Head Start parents who have begun taking courses and who later leave the Head Start program may continue to complete the courses offered in the cycle. However, Head Start parents who presently have children enrolled in the Head Start program or whose children have completed two (2) years of Head Start and graduated to Kindergarten shall be given first priority for enrollment into any course. Other former Head Start parents shall be enrolled into a course as space is available.

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The following is representative of the cycle of courses to be offered:

Program Year	Semester Offered	Course
1994-1995	Fall, 1994	Sanitation and Food Safety
1994-1995	Spring, 1995	Food and Nutrition Principles
1995-1996	Fall, 1995	Quantity Food Preparation
1995-1996	Spring, 1996	Principles of Economics
1996-1997	Fall, 1996	Foodservice Administration
1996-1997	Spring, 1997	Supervisory Management

The Pulaski Vocational Technical School shall provide the facilities for classes, including laboratory work. Classes shall be offered every other Tuesday morning from 9:00 a.m. - 12:00 p.m. and every other Tuesday night from 6:00 p.m. - 9:00 p.m. The morning and night class periods shall be the same lesson and conducted on the same day. A parent may choose to attend the class period which best fits their schedule even if their schedule requires fluctuation of their attendance from the morning period to the night period and vice versa.

At the completion of the course cycle, all parents successfully completing the program will be assisted by the Pulaski Vocational Technical School and the Head Start program in securing employment. These parents shall be identified to potential employers through the use of the school's job placement service, local personnel agencies, community sponsors, Head Start materials, the news media, and other available resources.

Upon being identified as a potential employee, a potential employer may contact the Head Start program for a character and employment reference for the Head Start parent who has applied for the position. This reference shall be based upon the parent's participation in the Head Start program to include, but not limited to, volunteerism, temporary employment, course completion, and leadership, i.e. Policy Council.

When a parent completes any of the six (6) courses offered, the Head Start program shall recognize the parent through use of Head Start newsletters, news media, annual Volunteer Banquet, attention to the parent's personal goals, and other resources and means.

As an extension of achievement, Head Start parents shall be encouraged to be involved in the Head Start Nutrition Component and be assertive on nutrition-related issues, to include child hunger. These Head Start parents shall be further encouraged to become an advocate on behalf of the mission of the Head Start Nutrition Component by promoting the success of the training program and recruiting other parents to also become involved. Parents who are actively involved in the Head Start Nutrition Component and display leadership skills shall also be petitioned to become a representative on the Head Start Policy Council and further the goals of the Head Start Nutrition Component on behalf of children and families in the area.

4) All staff, including administrative, receive education in principles of nutrition and their application to child development and family health, and ways to create a good physical, social and emotional environment which supports and promotes development of sound food habits and their role in helping the child and family to achieve adequate nutrition.

Prior to the beginning of the program year, center staff and foodservice staff shall receive preservice training. At this time, these staff shall be updated on the current nutrition service plan and expectations for the program year. This preservice training shall be scheduled for late August.

Newly hired administrative and center staff shall receive training by the Nutrition Coordinator utilizing *Arkansas Child Care Training, Child Care Centers, Level 1, Manual 4*. This training shall be scheduled as five (5) sessions to address all units of this training. One (1) unit of the manual shall be presented at each session. The participant, unit, and training date and time assignments may be found in the current Nutrition Component program year calendar.

Newly hired Foodservice Managers and temporary staff shall receive training in basic food and nutrition principles utilizing the *Food for Today* curriculum and foodservice management training utilizing the *The Winning Foodservice Manager* home-study course. These training units shall be presented during the course of the year. Refer to the Nutrition Component program year calendar for scheduled dates and times as well as for a list of participants scheduled for the training.

The Head Start Nutrition Component shall launch an awareness campaign in an effort to promote rapport between the community and Head Start, encourage volunteerism, promote advocacy on the behalf of children and their nutritional needs, and involve persons in the effort to combat child hunger in the area. To facilitate this effort, the Nutrition Coordinator and Foodservice Managers shall

1) distribute written solicitations to selected local restaurants, supermarkets, foodservice distributors, and other businesses and groups who represent the interests of food and nutrition as well as those of the community, and who are not actively involved in the Head Start Nutrition Component; and

2) schedule personal visits with the management or leadership of these selected businesses or groups. This is an effort to solicit a commitment to the local Head Start Nutrition Component. The commitment may be represented by monetary donations; labor contributions in the form of recruitment efforts to the Head Start program, employee or member involvement in classroom nutrition education, or like tasks; publicity for the efforts of the Nutrition Component toward meeting the nutritional needs of children in accordance with the current Dietary Guidelines for Americans, et cetera.

The Head Start Nutrition Component will seek to maintain at least one (1) community sponsor per Head Start center. These sponsors will be expected to contribute to the promotion of their Head Start center. In return, the Head Start Nutrition Component will award the sponsor(s) a "Certificate of Appreciation," recognize the sponsor at the annual Head Start Volunteer Banquet organized by the Parent Involvement Coordinator, and publicize the sponsor's participation through use of the local media and a Head Start Nutrition portfolio (a collection of news releases, fliers, activities, photographs, et cetera) displayed to Head Start families and the community. Should any center sponsor(s) choose to retract their commitment, the Head Start Nutrition Component shall begin searching for another sponsor for the center.

Community sponsors shall be encouraged to employ Head Start parents, thus working to destroy barriers to self-sufficiency and the extinction of child hunger in the area. The Head Start Nutrition Component has committed to providing job-specific training to Head Start parents in an effort to promote employment.

To further encourage community participation, the Nutrition Component shall coordinate with the Health and Disability Services Mental Health Components to host an annual health fair for the community. Here, the Head Start Nutrition Component shall enlist college students, majoring in home economics education or dietetics; local nutrition professionals, i.e. WIC nutritionist, hospital dietitian; local educators representing vocational/technical schools, colleges, and/or universities with training programs in the field of Food and Nutrition; and other professionals, as appropriate.

The Head Start Nutrition Component will also attempt to establish a time and location for an exhibit in the Arkansas Hospitality Association, Exhibition Hall; at foodservice distributor food shows; in the Southern Early Childhood Association, Arkansas Chapter, Exhibition Hall; et cetera. At this time, services of the Nutrition Component shall be publicized. These services shall also be publicized in the local offices of food assistance programs and community businesses.

Community sponsors and volunteers of the Nutrition Component shall be oriented to the Nutrition Component. This meeting shall discuss the goals and objectives of Head Start, specifically the Nutrition Component. An orientation training for community sponsors and volunteers shall be scheduled in September and January of the program year.

Agency staff shall receive training in nutrition. These workshops shall be designed to address diet management, meal planning, food purchasing, budgeting and money management, maternal and child nutrition, and other like topics. The Nutrition Coordinator shall conduct a training interest survey to determine workshops to be presented. These workshops shall then be scheduled during the months of October, January and April for presentation during regular working hours, not to exceed one and one-half (1 1/2) hours per workshop.

e) The plan shall make special provision for the involvement of parents and appropriate community agencies in planning, implementing and evaluating the nutrition services. It shall provide that:

1) The Policy Council or Committee and the Health Services Advisory Committee have the opportunity to review and comment on the nutrition services;

The nutrition services plan and its related policies shall be presented to the Health Services Advisory Committee and the Policy Council in the summer of each year. Revisions shall be made as needed based upon comments and suggestions from members of the Advisory Committee and Policy Council. Upon finishing the final draft, the plan and its related policies shall be represented to the Advisory Committee and Policy Council for approval. The plan and its related policies shall meet the approval of the Health Services Advisory Committee and the Policy Council as evidenced by the signature of the chairperson for each body.

2) The nutritional status of the children will be discussed with their parents;

Foodservice Managers and the Nutrition Coordinator shall conduct home visits to discuss the nutritional status of a child with his parent(s). Attention shall be focused primarily on those children with referred nutritional status as a result of the physical examination.

3) Information about menus and nutrition activities will be shared regularly with parents;

In an effort to promote parent involvement, four copies of the menu shall be distributed for posting in the center each month. Menus shall also be printed in the *Arkansas Democrat-Gazette* for review by parents. The Nutrition Component shall submit information to the Parent Involvement Coordinator for inclusion in the monthly Head Start newsletter printed by the Parent Involvement Component. A pre-printed informational newsletter focusing on the Health, Nutrition and Disabilities/Mental Health Components shall also be distributed monthly for parent information. Miscellaneous nutritional information, i.e. canning and preserving food, food assistance programs, sharing mealtimes with children, shall be made available for distribution to parents. The *Food...Early Choices* curriculum parent handouts shall be made available at the end of the day for the lesson presented on that day.

Parents shall be encouraged to participate in the Nutrition Component by

1) Helping to establish or update statements of philosophy or policies,
2) Participating in planning the menus (within established guidelines),
3) Taking turns preparing lunch in the center,
4) Contributing recipes for foods their children particularly like,
5) Acting as chaperones for nutrition-related field trips,
6) Working with groups of children on cooking projects,
7) Making materials for nutrition learning activities,
8) Collecting appropriate food packages and other props to be used in role-playing activities,

9) Being the supervising adult at meal tables, and
10) Conferring with caregivers or teachers about feeding problems.

Source: Berman, M.P.M., R.D., Christine and Jacki Fromer, *Meals Without Squeals, Child Care Feeding Guide & Cookbook*, Bull Publishing Co., 1991 p.14.)

4) Parents are informed of the benefits of food assistance programs;

Information related to food assistance programs, i.e. Food Stamps; The Supplemental Food Program for Women, Infants and Children (WIC); Child Nutrition Programs (CNP); Commodity Distribution, shall be made available for distribution to parents. The Nutrition Coordinator shall respond to questions and comments on these programs when attending the parent meetings and at other times as needed.

5) Community agencies are enlisted to assist eligible families participate in food assistance programs.

The Nutrition Coordinator shall be informed as to community resources for families, i.e. food assistance programs. Community resources shall be enlisted as indicated by parent need to supply information via presentations or printed material. This information shall be presented at parent meetings or distributed through parent handouts or newsletters.

f) The plan shall provide for compliance with applicable local, State and Federal sanitation laws and regulations for food service operations including standards for storage, preparation and service of food, and health of food handlers, and for posting of evidence of such compliance. The plan shall provide also, that vendors and caterers supplying food and beverage comply with similar applicable laws and regulations.

The Nutrition Component vendors shall be bound by a legal and signed contract stating their compliance with local, State and Federal sanitation and environmental laws.

The Head Start foodservice areas shall meet the approval of the Arkansas Department of Health, Division of Sanitarian Services as evidenced by the display of the Food Establishment Permit or current health department inspection report in each foodservice area.

Foodservice Managers, temporary staff, and volunteers shall present a current health card upon reporting for work in the center foodservice area. This health card shall be posted in the center in which the person reports to work.

g) The plan shall provide for direction of the nutrition services by qualified full-time staff nutritionist or for periodic and regularly schedule supervision by a qualified nutritionist or dietitian as defined in the Head Start Guidance material. Also, the plan shall provide that all nutrition

services staff will receive preservice and in-service training as necessary to demonstrate and maintain proficiency in menu planning, food purchasing, food preparation and storage, and sanitation and personal hygiene.

The Head Start Nutrition Component presently employs a full-time staff nutritionist. Priscilla Lester, the Head Start Nutrition Coordinator, has a Bachelor of Science in Education degree in Home Economics with nine (9) hours of graduate education specifically in the field of Food and Nutrition. She carries one and one-half (1 1/2) years of pediatric food and nutrition experience through employment at Arkansas Children's Hospital, Little Rock, Arkansas, and also one and one-half (1 1/2) years of teaching experience at the secondary level. She is credentialed with an Arkansas Teacher's Certificate in secondary vocational home economics (including adult education) as well as middle school home economics . This certificate enables her to develop and conduct credited inservice trainings and courses in the areas of Human Development, Family Living Skills, Occupational Child Care, Occupational Food and Nutrition, Occupational Clothing, Interior Design, Clothing and Textiles, Child Development and other such related studies.

The Nutrition Component also employs a Nutrition Consultant. Ruth Pasley, M.S., R.D., L.D., a registered, licensed dietitian, possesses a Bachelor's degree in Foods and Nutrition, Master's degree in Institution Management and fifty-seven (57) credit hours in the field of Special Education. Her thirty (30) years of work experience include teaching at the college level, consulting in nursing homes and a residential children's facility, and performing clinical and administrative dietetic responsibilities. She currently is the Assistant Director of Clinical Nutrition and Research at Arkansas Children's Hospital in Little Rock, Arkansas. She contributes professional input into all aspects of the Nutrition Component and acts as an advocate for the Head Start Nutrition Component and the children it serves.

In addition to the scheduled preservice training and any necessary training using the *Food for Today* curriculum and *The Winning Foodservice Manager* home-study course, Foodservice Managers and temporary staff shall receive inservice training throughout the year to address necessary concerns within the Nutrition Component. Three (3) mandatory inservice trainings shall be required of Foodservice Managers and temporary staff to develop awareness for three (3) major areas of concern within the Nutrition Component. These shall be 1) Food Storage and Safety, 2) Hazardous Communication, and 3) Kitchen and Fire Safety. These mandatory inservice trainings shall be conducted by the Arkansas Department of Health, Division of Sanitarian Services; United States Department of Labor, Occupational Safety and Health Administration (USDL/OSHA) Consultants; and the North Little Rock (NLR) fire department, respectively. Foodservice Managers who exhibit proficiency in any of the specific inservice topics will be assigned to conduct that inservice training.

h) The plan shall provide for the establishment and maintenance of records covering the nutrition services budget, expenditures for food, menus utilized, numbers and types of meals served daily with separate recordings for children and adults, inspection reports made by health authorities, recipes and any other information deemed necessary for efficient operation.

Foodservice records shall be maintained for three (3) years prior to the current year. Records covering the 1) nutrition services budget, 2) expenditures for food, 3) menus utilized, 4) recipes utilized, and 5) staff training related to the Nutrition Component shall be retained in the Central Office.

Records covering the 1) numbers and types of meals served daily with separate recordings for children and adults, 2) inspection reports made by health department authorities, 3) special dietary needs documentation, 4) daily temperature logs, 5) hot food temperature logs (for those centers involved in transport only), 6) center transfers, 7) food and equipment inventory records, 8) meal evaluations and 9) maintenance orders shall be retained in the center files located either in the foodservice area or the center office, as appropriate.

Children and Families: Nutrition
Education for Health and Employment

Having reviewed and commented on this Head Start nutrition services plan, we do endorse this plan as an acceptable proposal for the function of the Nutrition Component for the 1994-1995 Program Year.

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Health Services Advisory Committee, Chairperson

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Date of Approval

_____

Policy Council, Chairpe son

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Date of Approval